Rendaje,GIzelle Jan

Tupas, Ivy JEAN

Allawan, Bianca Sabrina

Rendaje,GIzelle Jan

Tupas, Ivy JEAN

Allawan, Bianca Sabrina

Rendaje,GIzelle Jan

Tupas, Ivy JEAN

Allawan, Bianca Sabrina

Rendaje,GIzelle Jan

Tupas, Ivy JEAN

Allawan, Bianca Sabrina

Rendaje,GIzelle Jan

Tupas, Ivy JEAN

Allawan, Bianca Sabrina

1. Put pictures
2. Change background
3. Change font style and color
4. Change theme
5. Add effects
6. Add border
7. Modify column
8. Change margin
9. Change size of paper
10. Change orientation
11. Add shapes
12. Add word art
13. Add table
14. Add hyperlink
15. Put page number
16. adjust header and footer
17. Add equation
18. Add symbol
19. Can make drop cap
20. Can add date and time
21. Add textbox
22. Add clipart
23. Add charts
24. Add smartart
25. Insert footnote
26. Make table of contents
27. Insert citation
28. Adjust pages
29. View on different layouts
30. View ruler, gridlines, thumbnails, document map
31. Split pages
32. Create envelopes
33. Check spelling and grammar
34. Translate
35. See thesaurus
36. Set language
37. Do word count
38. Can be saved
39. Can be print
40. Minimize and maximize window
41. Close window
42. Can create new document
43. Redo and undo
44. Copy and paste
45. Cut
46. Justify
47. Bold